

Changing Your Password

Part 1: First time logging in

- How to set your security question so you can reset your own password

Part 2: Change password

Rules

- 8 -14 characters
- At least 1 number
- 1 symbol (such as # or &)
- Passwords are case sensitive

Changing

Before it expires

- How to change your password BEFORE it expires after 60 days

After it has expired

- How to change your password AFTER it expires after 60 days

Part 3: Reset password yourself, from Login page

- How to use the “Reset your password” link on the EMS/Trauma Login page

Part 4: When to contact your Local Administrator

- When all else fails, how to contact your Local Administrator

Part 1: First time logging in

1. After logging in, a window will pop up where you will be required to change your password.
2. After changing your password, click on the icon that looks like a **person** in the gray toolbar at the top of the page. This will take you to your **Edit User Information** page.
3. The Security Question must be answered to allow you to reset your own password. Find the Login Credentials section in the middle of the page. Choose a Security Question from the drop-down menu. Enter your answer in the fields labeled **Security Answer** and **Confirm Security Answer**. Make sure your e-mail address is in the **E-mail** field under your name. Click the **Save** button at the bottom.

Part 2: Change password

Before it has expired

1. You can change your password before it expires, including when you get the “Expiring Password” warning.
2. You must be logged in to the Texas EMS/Trauma Reporting System to change your password.
3. Click on the icon that looks like a **person** in the gray toolbar at the top of the page. This will take you to your **Edit User Information** page.
4. Find the Login Credentials section in the middle of the page. Enter and confirm your new password in **Password** and **Confirm Password** fields. Password must have at least 8 characters,

contain at least 1 number and 1 symbol/special character (such as # or &). Passwords are case sensitive.

5. If you have not done so yet, choose and answer the **Security Question** from the drop-down menu. Enter your answer in the field labeled **Security Answer** and **Confirm Security Answer**. Make sure your e-mail address is in the **E-mail** field under your name. Click the **Save** button at the bottom.

After it has expired

Your password may have expired because it has been longer than 60 days since you logged in, or you did not reset your password when you saw the “Expiring Password” warning. Just log in like you normally do, using your current password. You will be directed to a change password screen. **NOTE – if you do not remember your current password, jump to Part 3.**

Part 3: Reset password yourself, from Login page

Below the Login button on the Login screen is a hot link that says, “Reset your password”. Clicking on this link enables you to have a new password sent to your e-mail. **Your Security Question and E-mail address must already be entered in the Edit User Information page.**

Edit User Information

User Information			
First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Title:	<input type="text"/>	Last Name:	<input type="text"/>
Gender:	<input type="text"/>		
Email:	<input type="text"/>	Secondary Email:	<input type="text"/>
Supervisor:	<input type="text"/>		

Login Credentials	
Login Name:	<input type="text"/>
Please fill out password field only if you want to change your password	
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Security Question	
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>
Confirm Security Answer:	<input type="text"/>

Contact Information	
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
Zip Code:	<input type="text"/>
Home Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Fax:	<input type="text"/>
State:	<input type="text"/>
Country:	<input type="text"/>
Work Phone:	<input type="text"/>
Pager:	<input type="text"/>

Part 4: When to contact your Local Administrator

1. When all else fails, contact your Local Administrator for username and password problems.
2. If you don't know who your Local Administrator is, contact the EMS/Trauma Registry at 800-242-3562 or injury.web@dshs.state.tx.us.